

M E M O R A N D U M

Date: _____

To: Information Technology Branch Help Desk
(All requests must be faxed to ITB Help Desk 916-323-1431)

REQUEST FOR NETWORK SUPPORT SERVICES

e-Mail / Computer Account ID(s): _____
(list account IDs if known)

Customer Contact: _____ Telephone Number: _____

Div./Region/Branch: _____ Service Location/Rm#: _____

Div./Region/Branch Chief Signature: _____
(required only when requesting Internet access)

Requested service(s):

- | | | |
|---|---|--|
| <input type="checkbox"/> New E-Mail Account* | <input type="checkbox"/> Internet Access* (Reg./Div./Branch Chief signature required) | |
| <input type="checkbox"/> New Account (Other) | <input type="checkbox"/> Dial Up (specify below) | <input type="checkbox"/> GIS Data Service |
| <input type="checkbox"/> Acct. ID Name Change | <input type="checkbox"/> Network PC Support | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Relocate (PC and/or ID) to: _____ on: _____
(estimated relocation date) | | |
| <input type="checkbox"/> Create/Update Public Group (Enter Names to be added/deleted) | | |

* - to request new or modify existing remote ISP email accounts, please complete reverse side.

Describe service requested or problem:

Resolution :

User Accepted: _____ **Tech:** _____ **Date Completed:** _____

System Administer Use Only

ACCOUNT ID: _____ E-MAIL ID: _____

INTERNET BROWSER: _____ IP ADDRESS: _____

APPROVAL (LAN ADMINISTRATOR): _____ DATE:

(Rev. 10/03/01)

Request for New or to Modify Existing Remote ISP Email Accounts

Print Name: _____
(last) (first) (initial)

one please:

____ new account ____ modify existing account ____ cancel account ____ issue new password

If you selected “cancel or modify account” — account User ID: _____

Please complete all of the following fields to request a new account or complete applicable fields to modify existing account:

Index: _____ PCA: _____ Activity: _____

Mailing address: _____
(Street) (City) (Zip)

Operating system: **G** Win95/98/NT Phone number for modem use: _____
G Win 3.x
G Other _____